

Audio-Visual Assistant

California State Personnel Board Specification

- **Schematic Code:** MD20
- **Class Code:** 2819
- **Established:** 09/11/1964
- **Revised:** 12/04/1990
- **Title Changed:** --

Definition

Under supervision, to assist in the design, creation, and production of a wide variety of audio and visual aid materials for communication purposes; to act in a lead capacity as assigned; and to do other related work.

Typical Tasks

Creates and produces graphic material for publications such as brochures, booklets, reports and posters; plans and produces illustrations, renderings, showcards, projectuals, storyboards, maps, charts, graphs, film titles and animation; makes printing arrangements, provides recommendations to clients on methods and materials pertaining to communication needs; creates, produces and prepares slide shows and multimedia shows, exhibits, projectuals and wall displays; produces sound tapes and video tapes; operates a wide variety of audio-visual equipment.

Minimum Qualifications

Three years of experience in commercial artwork. (College work in art or a related field may be substituted for up to two years of the required experience on a year-for-year basis.)

Knowledge and Abilities

Knowledge of: Materials, equipment, techniques, methods and procedures for producing graphics, slide shows and exhibits.

Ability to: Read and write English at a level required for successful job performance; convert narrative material to visual form using publication, film or exhibit medias; conduct subject research; create and design graphics and layouts; illustrate, retouch photos, write copy, select type and specific copy for type, letter, airbrush, and paste-up; prepare color separations and mechanicals; coordinate allied services; fabricate exhibits; plan and produce slide shows,

graphics and film animation; direct photography; learn sound recording and synchronizing techniques; learn to operate and instruct others in operation of projectors, recorders, players, programmers, video systems and multimedia systems; analyze situations accurately and take effective action; speak effectively and read and write English at the level required for successful job performance.

Special Personal Characteristics

Artistic and creative ability; willingness to travel throughout the State.

Additional Desirable Qualification

Education equivalent to completion of the twelfth grade.